

June 5, 2017

The City Council of the City of Idaho Falls met in Special Meeting (Council Work Session), Monday, June 5, 2017, in the Council Chambers in the City Annex Building located at 680 Park Avenue in Idaho Falls, Idaho at 3:00 p.m.

Call to Order and Roll Call:

There were present:

Mayor Rebecca L. Noah Casper
Councilmember Barbara Ehardt
Councilmember John B. Radford
Councilmember David M. Smith
Councilmember Ed Marohn

Absent:

Councilmember Michelle Ziel-Dingman
Councilmember Thomas Hally

Also present:

Brad Cramer, Community Development Services Director
Pamela Alexander, Municipal Services Director
Randy Fife, City Attorney
Kathy Hampton, City Clerk

Mayor Casper called the meeting to order at 3:25 p.m. (once a quorum was established) with the following agenda items:

Calendar, Announcements and Reports:

June 7, EIWRC (Eastern Idaho Water Rights Coalition) semi-annual directors meeting
June 8, Idaho Falls Police Chief interviews
June 8, City Council Meeting
June 12, West Side Soil and Water Conservation Tour
June 19, City Council Work Session
June 21-23, AIC (Association of Idaho Cities) Annual Conference
June 26, Zoo tour and lunch
June 28, Regional Eclipse Meeting
June 29, Public Works Utilities Annual Meeting

Mayor Casper stated a Special Council Meeting is currently scheduled for June 20. Due to travel conflicts and the AIC Annual Conference, Mayor Casper recommended rescheduling the June 20 Council Meeting to June 19. After brief discussion, it was consensus of the Council to reschedule the Council Meeting to the evening of June 19. Mayor Casper stated she will encourage all Department Directors to limit any items they may have for the June 19 Work Session. Mayor Casper indicated AIC has requested the City to assist with a breakout session for eclipse events during the Annual Conference. She also indicated two (2) sessions are proposed to occur at AIC regarding broadband discussion. Mayor Casper stated Beer Fest was recently held, there were no concerns noted.

Councilmember Marohn stated on June 28, Andra Smith-Hanson, Communication Facility Director at BYU-I, will conduct a student discussion for suicide prevention at Eastern Idaho Technical College (EITC). Ms. Smith-Hanson has requested assistance from the Councilmembers for the discussion group.

Councilmember Radford had no items.

Councilmember Ehardt had no items.

Councilmember Smith stated the Field of Honor was recently held. Attendance for this event increased by ~1000 people. He indicated there was damage to a sprinkler system which will require repair.

Mayor Casper noted the City of Idaho Falls has been listed 23rd on the National ranking of internships. She indicated Fort Hall recently held elections.

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Idaho Falls Downtown Development Corporation (IFDDC) Management Presentation:

Mayor Casper recognized Greg Crockett, President of the IFDDC Board, and Catherine Smith, Executive Director of the IFDDC. Director Cramer stated the annual IFDDC report presentation is part of the management agreement with the City. The agreement specifies how the Business Improvement District (BID) funds will be managed. He then turned the presentation to Mr. Crockett and Ms. Smith. Mr. Crockett stated as of May 1, 2017, Ms. Smith has joined the IFDDC Board. He believes Ms. Smith is very capable for this position as she has served as a licensed realtor, with the Idaho Community Foundation, and the Idaho Falls Arts Council (IFAC). Mr. Crockett presented financial reports and IFDDC accomplishments since 2012. He stated the IFDDC has existed as a non-profit organization since 1997, including a non-profit Board of Directors. An executive director manages the corporate business along with an office assistant, Mala Lyon. Ms. Lyon's main responsibility is to manage downtown parking. Current discussion is occurring for the possibility of hiring an additional individual to manage events, approximately 12 per year. Events include family events, beer events, and shopping events. He indicated events involve a great deal of volunteer and staff time. Mr. Crockett stated the Board of Directors meet once per month and he expressed appreciation to those from the City who participate with the IFDDC, specifically Brad Cramer, Dana Briggs, and Lisa Farris. He indicated there is a strong working relationship with the City as well as the Idaho Falls Redevelopment Agency (IFRA). He believes the most important job is collaboration with other businesses. Mayor Casper noted that Brad Cramer has been designated as point of contact for the City. Mr. Crockett stated the IFDDC office is currently located with the Chamber of Commerce in the Visitor Center (Memorial Drive). He indicated, due to the upcoming relocation of the Chamber of Commerce, he is uncertain of the IFDDC future location.

Financials:	Current Balance/Total Assets = \$148,000
Profit and loss statement for October 2016-May 2017:	Total Income = \$115,376.45
	Total Expense = \$103,751.72

Mr. Crockett stated the IFDDC operates from three (3) basic sources of income: \$50,000 from the City contract for BID management; management of downtown parking lots on a 3-tiered basis (monthly/hourly/validation); and, events, including four (4) beer events. The majority of expenses come from the professional staff although downtown snow removal was a large expense the previous year. He stated currently there is ~\$92,000 unallocated BID funds (from the City) which is used for projects. Mr. Crockett reviewed the Idaho Falls Historic Downtown Foundation, which is also a non-profit organization – Total Assets = \$34,915.58, Total Liabilities and Equity = \$34,915.58. He stated the downtown planter boxes as well as the trees in the downtown area will need to be addressed in the near future.

Ms. Smith commended the many years of hard work by previous executive directors of IFDDC and the City of Idaho Falls. She expressed her appreciation to Brad Cramer and Dana Briggs. She stated in addition to current projects she believes there will be opportunity for the IFDDC to be engaged as a main manager of parking. She indicated automated parking, although costly, needs to be considered. Options would include gates for controlled access or a kiosk with a printed ticket to place in the vehicle window. Ms. Smith stated beautification for the Broadway Street project would include planter boxes, curb and gutter, and a possible archway. She believes there is opportunity for downtown public art as well as an overall marketing campaign. Ms. Smith stated the IFDDC goal is to submit a proposal to the IFRA for a Request for Proposal (RFP) to manage the parking as this would help increase the operation budget. Brief discussion followed regarding the downtown marketing plan.

Mr. Crockett stated the BID, which began in 1997 and renewed in 2007, will expire December 31, 2017. He indicated this is a taxing district which is assessed against real property to the owner. He believes the current process is not an efficient system. The IFDDC is requesting change to the BID which would allow the tax to be included on the County tax bills, due in June and December of each year. Adequate petitions have been submitted to the City for the passage of the ordinance for the creation of the district. He confirmed the public hearing for the BID is scheduled for July 13, 2017. Mr. Crockett stated the IFDDC will remain focused on raising money, but does not intend to fund capital improvement through this means.

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Cayenta Software Contract Discussion:

Director Alexander stated the City has been working with the Enterprise Resource Planning System (Cayenta) since March 2015. She indicated approval for Change Order #036, in the amount of \$200,000, will be requested to extend Phase 2 of the project. Director Alexander briefly reviewed the timeline of the project, stating Phase 1 of the project incurred significant issues, including the system programmers. These issues have delayed Phase 2 which is now requiring the extension and subsequent change order. The requested change order, which amount was negotiated from 50% of the shared cost to 34%, is approximately 9% of the total project cost. Included in the change order is specific deliverables. Mayor Casper believes these deliverables should have been written into the original contract. Director Alexander commended the City project team of Derek Bates (who replaced retiree Thane Sparks), Barb Sanderson, Ruby Taylor, and Ken Hunter. She noted the Cayenta Project Manager has been replaced as part of the negotiation process. This item will be included on June 8 Council Meeting agenda. Councilmember Marohn stated the cost sharing will be split between six (6) departments.

There being no further business, it was moved by Councilmember Marohn, seconded by Councilmember Radford, to adjourn the meeting at 4:30 p.m.

s/ Kathy Hampton
CITY CLERK

s/ Rebecca L. Noah Casper
MAYOR